



Federal Bureau of Investigation Criminal Justice Information Services Division

(U) LAW ENFORCEMENT SENSITIVE: The information marked (U//LES) in this document is the property of FBI and may be distributed within the Federal Government (and its contractors), US intelligence, law enforcement, public safety or protection officials and individuals with a need to know. Distribution beyond these entities without FBI authorization is prohibited. Precautions should be taken to ensure this information is stored and/or destroyed in a manner that precludes unauthorized access. Information bearing the LES caveat may not be used in legal proceedings without first receiving authorization from the originating agency. Recipients are prohibited from subsequently posting the information marked LES on a website or an unclassified network. This presentation is U//LES in its entirety.

NCIC***Complete, accurate, and timely***

“You are the skeletal frame on which hangs the public safety of the United States.”

- **FBI Director James B. Comey, speaking about the CJIS Division**

CJIS Division Advisory Policy Board Meeting

December 3, 2014

NCIC

Complete, accurate, and timely

• **NCIC Protection Order File**

- *What is it?*
- *Criteria for Entry*
- *Mandatory Field Codes*
- *Modify, Cancel, and Clear Messages*
- *Record Samples*
- *Record Retention*



NCIC

Complete, accurate, and timely

- **National Crime Information Center (NCIC)**
 - (U) 21 files (persons and property)
 - (U) 12.7 million records
 - (U) Averages 12+ million transactions daily



NCIC***Complete, accurate, and timely***

- **Protection Order File (POF)**
 - Contains court orders issued to prevent:
 - Acts of domestic violence against a person
 - A person from stalking, intimidating, or harassing another person
 - Issued by civil and criminal state courts
 - Vary from state to state



NCIC

Complete, accurate, and timely

- Each record in the POF must be supported by a protection order (electronic or hard copy)
 - True or False



NCIC***Complete, accurate, and timely***

- **POF Criteria for Entry**
 - The protection order includes:
 - Any support, child custody or visitation provisions, order, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction pursuant to local, state, tribal, or territorial law authorizing the issuance of such orders



NCIC

Complete, accurate, and timely

- **The protection order includes:**
 - Reasonable notice and opportunity to be heard
 - *Ex Parte* orders

Ex Parte

1 Military Protection Order
2 (MPO)

3 (A MPO that serves the same
4 general purpose of a court-
5 issued protection order issued in
6 a civilian court qualifies for entry
7 Dictionary, 8th ed. 2004

NCIC

Complete, accurate, and timely

- Temporary and final orders issued by civil and criminal courts are included in the POF
 - True or False



UNCLASSIFIED//LES

NCIC

Complete, accurate, and timely

- **POF Mandatory Fields** for Entry

MKE

ORI

NAM

SEX

RACE

EXP

PCO

ISD

OCA or
PNO

UNCLASSIFIED//LES

and.....

NCIC

Complete, accurate, and timely

- POF records **must** have at least one of the following numeric identifiers:
 - DOB
 - FBI
 - MNU
 - SOC
 - OLN (OLS and OLY also required)
 - LIC (LIY, LIS, and LIT are required)
 - VIN (VYR, VMA, VST are required)
 - PPN (Either PPB or PSN are required)

**IT'S A
MUST**

NCIC***Complete, accurate, and timely***

- Records containing **only** the protected person's information as the numeric identifier will not be hit upon when an inquiry is on the subject of the record.
 - True or False

NCIC***Complete, accurate, and timely***

- **Protection Order Conditions (PCO)**
 - Terms and conditions of protection order
 - 01 – 08
 - PCO 08



(NCIC Operating Manual, Protection Order File)

08 – SEE THE MISCELLANEOUS FIELD
FOR COMMENTS REGARDING THE TERMS
AND CONDITIONS OF THE ORDER.

NCIC***Complete, accurate, and timely***

- **Modify, Cancel, and Clear Messages in a POF Record**

Modify

Add, delete, or change data in base record

Cancel

Immediately retires the record; not available in inactive database

Clear

Court notifies the owner of record the PO has been cancelled; active to inactive status

NCIC***Complete, accurate, and timely***

- **QPO (Query Protection Order)**
 - Used for POF inquiries
 - Searches the POF
 - Retrieves POF records which are active, expired, or cleared



NCIC***Complete, accurate, and timely***

- **POF Inquiry and Negative Response**

1N01HEADER.QPO.MD0100010.NAM/SMITH,
JOHN J.SEX/M.RAC/W.DOB/19701010

Negative Response:

1L01HEADER MD0100010
NO NCIC PROTECTION ORDER
DOB/19701010 NAM/SMITH, JOHN J
SEX/M RAC/W

NCIC***Complete, accurate, and timely***

- **POF Positive Response** (**Active record**)

1L01HEADER MD0100010

WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER**

MKE/PROTECTION ORDER **ORI**/MD1012600 **NAM**/SMITH, JOHN J **SEX**/M
RAC/W ETN/H POB/MD **DOB**/19701010 HGT/510 WGT/175 EYE/BRO
 HAI/BRO **FBI**/416249J4 CTZ/US SKN/FAR SMT/SC L EAR
 FPC/121011CO141159TTCI13 **MNU**/AS-123456789 **SOC**/123456789
OLN/N222333444 **OLS**/MD **OLY**/1995
 SVC/1 - SERVED SVD/20120903 PNO/PO12345 BRD/N **ISD**/20120728
 EXP/20180728 CTI/MD056013J **PPN**/SMITH, JANE L PSX/F PPR/W
PPB/19710101 **PSN**/777665555 **PCO/01** - THE SUBJECT IS
 RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING,
 FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON
 AND/OR THE CHILD OF THE PROTECTED PERSON.

UNCLASSIFIED//LES

NCIC***Complete, accurate, and timely***

- **Continued POF Positive Response (*Active record*)**

.....**OCA**/14-017289

LKI/MD1240000 LKA/MD-2255 MIS/100 FEET FROM RESIDENCE
EXCEPT WHEN PICKING UP CHILDREN FOR MIS/VISITATION

LIC/ABC123 **LIS**/MD **LIY**/2000 **LIT**/PC **VIN**/2G2PM37A2G2208042

VYR/1992 **VMA**/DODG VMO/INT **VST**/4T VCO/BLK ORI IS ANNAPOLIS
POLICE DEPARTMENT MD 301 555-5555 NIC/H146203706 DTE
19980801 0000 EDT DLU/20120728 1600 EDT

NCIC***Complete, accurate, and timely***

- **POF Positive Response** (***Expired record***)

*****WARNING - THE FOLLOWING IS AN EXPIRED NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER*****

MKE/EXPIRED PROTECTION ORDER ORI/MD1012600 NAM/SMITH, JOHN
J SEX/M RAC/W ETN/H POB/MD DOB/19701010 HGT/510 WGT/175
EYE/BRO HAI/BRO FBI/123456A SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
PNO/PO33333 BRD/N ISD/19980517 EXP/19990517 CTI/MD010023D
PPN/SMITH, RITA R PSX/F PPR/W PPB/19730319 PSN/111223333
PCO/01 -

NCIC***Complete, accurate, and timely***

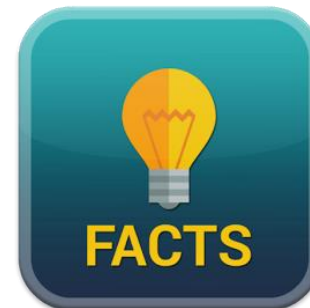
- **Continued POF Positive Response (*Expired record*)**

.....THE SUBJECT IS RESTRAINED FROM ASSAULTING,
THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING,
OR STALKING THE PROTECTED PERSON
AND/OR THE CHILD OF THE PROTECTED PERSON OCA/14-556678
MIS/SUBJECT IS PROHIBITED FROM CONTACTING PROTECTED
PERSON AND MUST MIS/VACATE RESIDENCE ORI IS ANNAPOLIS
POLICE DEPARTMENT MD 301 555-5555 NIC/H147359010 DTE
19980521 0000 EDT DLU/20080301 1600 EDT

NCIC***Complete, accurate, and timely***

- **POF Record Retention Period**

- Active until it is canceled or cleared by the entering agency or until the order expires
- Unsolicited \$.P. administrative message sent to ORI five days prior to order's expiration date
- Record will expire after the fifth day if no action is taken by entering agency to modify the EXP
- Non-expiring records remain active until cleared or canceled by the entering agency



A. Entered as temporary protection orders.

B. Added to the message key EPO or ETO when it is known that an individual is armed and dangerous or whatever is appropriate to the subject.

C. Should be included to minimize multiple hits by limiting the scope of the name search.

1. Expired Records

2. Caution Indicator

3. Ex Parte Orders

4. Inactive Records (Expired or Cleared)

5. Sex and Race

6. Wanted Person File

D. These records cannot be cleared.

E. Will be accessible via the QPO message, for the remainder of the year in which the record was cleared or expired, plus 5 years.

F. An inquiry of the _____ will result in the automatic cross-search of the POF.

NCIC

Complete, accurate, and timely



Questions?

Deneane R. Reneau
Training Instructor

FBI CJIS Division
304-625-4977
304-709-1482
deneane.reneau@ic.fbi.gov

UNCLASSIFIED//LES